

## Script for CNPweb® Sponsor Information Sheets

1. School Nutrition Program (SNP) participation begins by logging into the CNPweb®. This is where you will complete the sponsor and site information sheets and file your claims for reimbursement. **next slide**
2. The website for School & Community Nutrition is located at [www.doe.in.gov/food](http://www.doe.in.gov/food). We encourage each institution to bookmark this page and check it on a regular basis. Under the words Office of School and Community Nutrition, you will see the CNPweb® logo. To the right, click on *CNPweb login* link. **next slide**
3. You will arrive at the CNPweb® login page. Enter your User ID and password and click on the login button. Your password and username are case sensitive. **next slide**
4. Now you will arrive at the CNPweb® puzzle page. To proceed, you will need to click on the School Nutrition Program purple puzzle piece. **next slide**
5. Next you will see the SNP Message Screen. This information page changes monthly. This is the quickest way for the State Agency to get information to participating institutions. Be sure to read this screen whenever you login. If the person who enters your claim is not the SNP contact person, make sure you ask for a copy of this information page each time the date changes on the message screen. Click on the continue at the bottom of the page. **next slide**
6. You will arrive at the Program Year Selection Page. You will want to click on the 2011 Program Year link. **next slide**
7. You will now arrive at the Sponsor Summary Page for your organization. For contract renewal, you need to focus on two tabs—**Packet** and **Applications**. To start, click on the **Applications Tab**. **next slide**
8. Under the **Applications Tab**, everyone will be required to complete a **SPONSOR INFORMATION SHEET** and Site Information Sheet. Next to your Sponsor Information Sheet, click on the word **ADD** under the **action** column on the right. **next slide**
9. Enter the mailing address for your organization. If the mailing address and the street address are the same just click on the box. If the mailing address is a post office box, you will need to enter a street address so we can find you. Alternate address 1 and 2 are optional if you have different locations for shipping or the owner's address. **next slide**
10. Next, complete the information for the Executive Contact, the Food Service Contact, and the Financial Contact. The Executive Contact is the authorized representative at your agency who has financial and administrative responsibility for the overall operation. For a public school, this would be the Superintendent. The Food Service Contact is the primary person who administers the School Nutrition Program (SNP). For most

schools, this is the Food Service Director. We use the Food Service Contact's e-mail and phone number as the primary way to contact schools about the School Nutrition Program. The Financial Contact is that person who completes financial reports and oversees the SNP reimbursement for your organization. For some schools, this is the treasurer or business manager. Please complete all information for each person. Carefully check the e-mail addresses and make sure they are current and working.

next slide

11. Please note, the information on line 47 and 48 cannot be changed by you. If you need to make corrections to these items, please contact Sarah Kenworthy by e-mail at ([skenworthy@doe.in.gov](mailto:skenworthy@doe.in.gov)) or by phone at area code (317) 232-0857 or Marcia Yurczyk by e-mail at ([myurczyk@doe.in.gov](mailto:myurczyk@doe.in.gov)) or by phone at area code (317) 232-0852. Toll free at 1-800-537-1142.

Read carefully and answer questions #49-50 as they pertain to your organization. For #49, indicate whether your school or organization has a Food Service Management Company or Vended Meals. A Food Service Management Company runs the daily operations of your school food service, and vended meals are meals prepared by another company at a different site and transported to your school to serve. There are proper procurement procedures that need to be followed before signing a contract or an amendment with a Food Service Management Company or Vendor. For more information on the proper procurement procedures, contact Ted Feeney by e-mail at [tfeeney@doe.in.gov](mailto:tfeeney@doe.in.gov) or by phone at area code (317) 234-2516. For #50, enter the name of the Food Service Management Company or Vended Meals Company... next slide

12. # 51 pertains to organizations or schools who participate in the National School Lunch Program and process free and reduced applications. If an organization or school participates in the National School Lunch Program and processes free and reduced applications, the organization or school is required to complete the Direct Certification process and send free and reduced applications with instructions on how to fill out the application to households, and notify the households on their status. Therefore, an organization or school that participates in the National School Lunch Program and processes free and reduced applications must check the first 4 items listed. If an organization or school does not participate in the National School Lunch Program, check the last item, "Does not apply". next slide
13. # 52 pertains to organizations or schools who participate in the Special Milk Program. If a school or organization processes free and reduced applications for the Special Milk Program, check the first three items listed. If a **camp or school** has paid milk only and does not process free and reduced applications, check the fourth item listed, "Paid milk only letter to households." If a school or organization does not participate in the Special Milk Program, please check the last item, "Does not apply." A school can only participate in the Special Milk Program if they do not operate the National School Lunch Program or if they have split session kindergarteners who do not have access to the School Breakfast Program or National School Lunch Program. next slide

14. # 53 pertains to organizations or schools who participate in the National School Lunch Program and process free and reduced applications. If a school or organization participates in the National School Lunch Program and process free and reduced applications, they are required complete verification by sending 3% of the their total free and reduced applicants a letter stating that they will need proof that they receive food stamps, TANF, or verification of income. Once verification is complete, the school or organization will be required to send a letter to the households letting them know their status. Therefore, a school or organization operating the National School Lunch Program and processing free and reduced applications is required to check the first two items listed. If your school or organization is on the Special Milk Program, you do not need to do verification and should check the very last item, "Does not apply" **next slide**
15. # 54 is requesting the title of the person who approves your free and reduced applications. # 55 is requesting the title of the person who will be handling the free and reduced application hearing if a household would want a hearing about their process of their free and reduced application. The person listed on question 55 cannot be the same person that is listed on question 54. **next slide**
- 16 # 56 pertains to all public and private schools and organizations on the School Nutrition Program. All public and private schools and organizations are required to have a Wellness Policy established. You should select the first statement if you have adopted a Wellness Policy. If no Wellness Policy has been developed and adopted, you will need to select the second statement. **next slide**
17. # 57-61 concerns audits. Number 57 is asking if the State Board of Accounts conducts an audit at your school or organization. The State Board of Accounts only audits public agencies. All public organizations or schools should check Yes. If you are a private, non-for-profit organization or school, check No.

If you checked Yes, you can proceed to the next slide.

If you check No, you will be required to answer # 58-61

For #58 and 59, enter the beginning and ending months of your organization's fiscal year. Click on the arrow in the drop-down box to choose the months

For #60, you will enter the total dollar amount of the federal funds your organization expended in its LAST complete fiscal year

For #61, enter the total dollar amount of federal funds your organization expects to spend during you current fiscal year

Please note the Federal audit requirements. If either #60 or #61 is over \$400,000 you **must** submit a list of federal grants received. If you expend \$500,000 or more in federal funds you are **required** to submit an A-133 Audit Form and a listing of federal grants received. **next slide**

18. Under #62, you can add any general comments you need to send to the State Agency.

Once you have completed and are finished with the Sponsor Information Sheet to the best of your knowledge, check the box on number 63 **next slide**

19. When finished, scroll to the bottom of the form and click on the Submit button. You want the **Sponsor Info Sheet** to be in a **PENDING SUBMISSION** status. **next slide**
20. Next a **Post Confirmation** screen will come up. Click on the “here” link to go to the Sponsor Information Sheet listing. This will take you to your Center and/or Provider Info Sheets. **next slide**
19. You will arrive back at the **ApplicationTab** and you will see that your **SITE INFO SHEET** is now available for you to add. A voice-over has been recorded and made available to you on the School Nutrition Program’s website about the Site Information Sheet. **next slide**